



**UNITED STATES BANKRUPTCY COURT**  
**Office of the Clerk**  
**District of Nevada**

**EMPLOYMENT OPPORTUNITY**

**Position Title:**           **Network Systems Engineer**  
                                  **Full-time Excepted Service**

Announcement Number:	16-01-09NVB
Date of announcement:	January 25, 2016
Closing Date for Applications to be Received:	Open Until Filled (Applications received by April 19, 2016 will be given preferential consideration)
Location of Position:	Las Vegas, Nevada
Classification Level/Salary Range:	CPS CL 28 \$56,896 - \$85,378 (Starting salary subject to qualifications)

The Network Systems Engineer conducts and oversees the court unit's information technology networks and systems, with final approval of management. The incumbent performs routine network administration as well as more complex network administration duties, including developing standards, recommending network infrastructure changes, and coordinating and implementing network security measures. The Network Systems Engineer is responsible for high level and long-term design and analysis of the court's network systems. The Network Systems Engineer is also responsible for managing and maintaining the court's VoIP telephone systems, including backing up critical phone data to off-site storage and troubleshooting all telephone hardware and servers. In addition, the incumbent also assists with supporting and maintaining both off-the-shelf and locally developed applications, courtroom technology, and desktop and server support.

Duties include but are not limited to the following:

- Maintain network infrastructure and Local Area Network (LAN) and Wide Area Network (WAN) technologies. This includes all routers, switches, firewalls, patch panels, cabling, and all associated devices.
- Provide network analysis, design, modification, implementation and support of network and VMware infrastructures, SAN & NAS storage, Windows servers and desktops, and applications. Diagnose hardware; custom and off-the-shelf software problems; and replace defective components.

- Maintain, configure, and administer computer networks and related computing environments, including computer hardware and software. Analyze network needs and recommend changes to improve systems and configurations, as well as determine hardware or software requirements related to such changes.
- Develop and implement short-term and long-range automation/network improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site. Identifies system needs/improvements and provides recommendations to IT Manager. Assists in network design and implementation.
- Plan for disaster recovery operations and testing, including network performance, security, anti-virus, intrusion, web usage/monitoring, design, and acquisition of servers. Produce and maintain useful system documentation.
- Monitor and perform data backups. Protect data from loss by designing, implementing, monitoring, testing, verifying and enhancing data backup systems. Retrieve data as necessary. Ensure off-site storage and archival of data.
- Monitor day-to-day operations of assigned equipment and systems to ensure uptime and site responsiveness. Act as the technical expert in solving information technology problems.
- Assure reliable, continuous daily operation of all technology, including: Local Area Network (LAN) and Wide Area Network (WAN) infrastructure/connectivity; file servers and applications; backup systems; critical data systems (e.g. electronic case filing); telecommunications systems (telephone, voice-mail, video conferencing, mobile devices); and courtroom technology.
- Set up and maintain assigned physical and virtual servers, including OS installation and hardware troubleshooting/replacement. Perform system startup and shutdown procedures and maintain control records.
- Maintain network security and integrity of the court's data and access to that data at all times. Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware.
- Maintain and support email servers and account administration.
- Perform other duties as may be assigned.

#### **Qualifications:**

To qualify for this position, the applicant must possess an Associate degree or equivalent with two years full-time experience working in Windows server administration, and three years experience installing and maintaining local and wide area networks and related equipment. Applicant must have extensive knowledge and experience implementing, managing, troubleshooting, and supporting networking hardware, topologies, and protocols including Cisco core and access switches, routers, enterprise-level 802.11 wireless networks, TCP/IP, VLANs, voice and video over IP, virtual private networks, and copper and fiber optic cabling. Applicant must also have thorough knowledge of data communications, data security, and privacy techniques. Must possess excellent verbal and written communication skills. Must be able to manage multiple priorities and projects and work with limited supervision.

#### **Preferred Qualifications**

A bachelor's degree in Computer Science or related field from an accredited university or college and/or Network (Cisco) certification is preferred. Experience implementing and supporting physical server

hardware, storage area networks, and data backup devices and supporting software is desired. Preference will be given to those candidates who possess significant operational and technical experience relative to the installation, configuration, and support of Windows Server operating systems (extensive experience with Windows Server 2008 and/or 2012 preferred), Microsoft Active Directory, and Windows 7/10 desktop operating systems, VMWare virtual servers and desktops.

Preference will also be given to candidates whose work experience provides evidence of strong customer service skills; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion.

**Information for Applicants:**

Incumbent may occasionally be required to work evenings and weekends to meet the needs of the court. Incumbent may occasionally be required to travel to Reno.

Employees of the United States Bankruptcy Court appointed as EXCEPTED SERVICE appointments or Temporary NTE (not to exceed a specific date) appointments are "AT WILL", and as such, can be terminated with or without cause by the Court.

Federal Government Civil Service classifications or regulations do not apply to U.S. Bankruptcy Court employees.

The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

ALL applicant information is subject to verification.

Travel expenses for interview or relocation expenses will not be paid.

All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

Hiring for or promotion into this position is subject to funding availability.

The Court will only communicate with those applicants who are selected for an interview.

The final candidate will be subject to a background investigation with law enforcement agencies.

**How to apply: You may obtain an Application for Employment form at “[www.nvb.uscourts.gov](http://www.nvb.uscourts.gov)” and submit an application with original signature to:**

**Human Resources Department  
UNITED STATES BANKRUPTCY COURT  
300 Las Vegas Blvd. South  
Las Vegas, Nevada 89101**

**Application Deadline:**      **Open Until Filled** (Applications received by April 19, 2016, will be given preferential consideration)

*The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the personnel specialist. The decision on granting reasonable accommodations will be made on a case by case basis.*